

Jim Barnett Park  
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## FOR IMMEDIATE RELEASE

**From:** City of Winchester Parks & Recreation Department  
**Date:** January 23, 2013  
**Contact:** Bradley S. Veach, Parks & Recreation Director  
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### Parks & Recreation Advisory Board Meeting

The Winchester Parks and Recreation Department would like to announce the date and time for the Parks & Recreation Advisory Board meeting for the month of January 2013.

Park Advisory Board Meeting    January 28, 2013    6:30 p.m. Lord Fairfax Room- War Memorial  
Building-Jim Barnett Park

Meeting agendas, supporting documents and meeting minutes are available on on-line at  
<http://www.winchesterva.gov/parks/park-board-meetings>.

Winchester Parks & Recreation  
Advisory Board Agenda  
Monday, January 28, 2013  
Lord Fairfax Room-War Memorial Building  
6:30 p.m.

Agenda

Welcome	Krista Farris
Approval of November Minutes	Krista Farris
Public Comments	
Racy Meadows Master Plan Presentation	Tim Painter
Chair's Report	Krista Farris
Director's Report	Brad Veach
a. Park Facilities CIP Fund Options	
b. Racy Meadows Master Plan Discussion	
c. City Board Consolidation Discussion	
d. Master Plan Updated Timeline & Discussion	
Assistant Director's Report	Lisa Hamaker
a. Quarterly Reports	
February Park Board Meeting Date & Time	Krista Farris
Adjournment	
Supporting Documents	
November Meeting Minutes	
Park Facilities CIP Memo	
Revised Master Plan Timeline & Process Matrix (Handout at meeting)	
Quarterly Reports	

Winchester Parks and Recreation  
Advisory Board Meeting  
Monday, November 19, 2012  
6:30pm

Meeting Location: Lord Fairfax Room

**Present:** Krista Farris (Chair), John Elliott, (Vice-Chair), Jules Bacha, Kyle Homan, Matt Mintschenko, John Bentley and Catherine Mattens

**Absent:** Brian Wigley

**City Staff:** Lisa Hamaker (Assistant Director), Dale Iman (City Manager)

**Council:** None

**Media:** None

Krista Farris called the meeting to order at 6:32pm.

**Approval of October 2012 Minutes**

Upon a motion by Kyle Homan and a second from Matt Mintschenko; the October 22, 2012 minutes were approved.

**Public Comments:** Winchester Baseball Board of Directors

Mr. Wilkerson from the Winchester Baseball Board of Directors spoke to the Park Advisory Board members concerning the recently proposed user group fee increase and the financial burden the increase will place on the organization. He spoke of the long term partnership that Winchester Baseball and the Winchester Parks and Recreation Department have had since 1994. He stated that baseball has a major impact on the community, and that their organization has helped construct some facilities and has supported the Park financially for over 18 years in the amount of \$532,400.00. Mr. Wilkerson stated the organization is trying to keep their program affordable and have fundraising efforts in place to help some children play for free that could not otherwise do so. He asked the Park Advisory Board to consider a long term strategic plan that user groups could become a part of, and that they all work together on a plan to support the park.

Krista Farris, Park Advisory Board Chair, stated that the User Fee recommendation has not yet been reviewed by City Council; but one factor in the recommendation was not only building facilities but the replacement and maintenance of them. Dale Iman, City Manager, stated City Council recently received the breakdown of the fee schedule. The City will be looking for some equity of non-resident use since the City currently uses 100 tax dollars per capita to support the Park verses approximately 30 tax dollars per capita in Frederick County. He stated ultimately City Council will make the decision on fees.

**Chair Report:** Krista Farris

Mrs. Farris encouraged all Advisory Board members to visit Shawnee Springs and look at the trail area. Park staff is putting a lot of effort into the cleaning of the trail.

**Assistant Director's Report:** Lisa Hamaker

**Events and Projects Update:**

- 1) A "HP Pro Tour" - Horseshoe Tournament will be coming in June 2013.
- 2) The Skate Pavilion officially opens as usable space Wednesday, November 21, 2012.
- 3) The Department will partner with Old Town on Monday, November 26, 2012 for the Christmas Parade and Tree Lighting event. The movie "Arthur Christmas" will be shown on the Mall.

**Park Master Plan Discussion:**

Lisa Hamaker, Assistant Director, handed out the proposed Master Plan timeline and reviewed it with members of the Advisory Board.

A review of priorities brought forth the question if the Ice Skating Rink was a Board or Citizen priority.

Kyle Homan asked who would put the surveys together. Thomas Jones, Facility Coordinator and hopefully an intern would be in charge of the task. The Advisory Board defined how to handle the focus groups breaking them up into 2-3 meetings.

Mr. Iman suggested a consultant to review and develop the background work and present to the groups.

The Board discussed the development of a plan to meet with general users of the Park system. They stated that at the next meeting they would isolate questions to be asked of the general public and identify what the specialized groups are.

Discussion focused on hiring a consultant verse internally handling the background information collection and presentation of data to the Park system users.

Mr. Iman and some of the Advisory Board members commented how well the recent MPO meetings were handled and how the information was presented.

Mr. Iman expressed the fact that consultants are prepared for the unexpected, able to mediate issues, know how to successfully present the information they collect, and have a wealth of knowledge from other areas. He stated the cost of services is unknown but the service provided is collection, typing, entering all data, presentation and facilitation.

Mrs. Farris stated she has been associated with the Park Advisory Board in some fashion for several years and has always been told budgets are tight questioning the affordability of such a service. Mr. Iman stated the Master Plan needs a Funding Plan to go with it. Mrs. Hamaker stated a request for funding would have to be a priority in the FY14 budget planning.

The discussion ended with a concept of moving forward and planning to meet with specific groups but; asking Brad Veach, Director, to come back to the Advisory Board with information for a consultant to do some of the specific data collection for the larger group sessions. Mrs. Hamaker stated the timeline for the Master Plan be pushed back some to allow for roundtable discussions and to look at consultant fees.

**Advisory Board Meeting Dates:**

**Advisory Board Meeting:** Monday, December 17, 2012 @ 6:30pm (reserving the right to cancel)

**Board Comments: None**

**Adjournment:** With no further business to discuss Krista Farris asked for a motion to adjourn; Jules Bacha made the motion; seconded by John Elliott, the motion was approved and the meeting was adjourned at 7:55pm.

Respectfully submitted; Jennifer Stotler; Park Administration Coordinator, January 8, 2013.

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To: Parks & Recreation Board Members  
Milt McInturff, Council Liaison to the Board

From: Bradley Veach, Parks & Recreation Director

Date: January 23, 2013

Subject: Park Facilities Capital Improvement Fund Options

CC: Dale Iman, City Manager

At the December 11, 2012 City Council meeting, several Councilors requested that City staff and the Parks & Recreation Advisory Board investigate alternatives to the concept of incorporating a mandatory CIP fee within the new park user group fee formula. Below are several options for consideration:

1. Do not charge groups the CIP fee but instead require the user groups to retain the funds in their private accounts for future public capital projects. Capital projects must be identified as priorities in the Park Master Plan and must be endorsed by the Parks & Recreation Advisory Board and approved by City Council.
2. Require the user groups to place the CIP funds collected from their use in the Winchester Parks Foundation for future capital projects. Individual accounts for each group could be established within the Foundation so to ensure that the funds are used specifically for that user group and on projects that the City of Winchester has deemed essential through the Park Master Plan process. This option would require approval from the Winchester Parks Foundation Board of Directors.
3. Proceed with the original proposal where the City collects the CIP fee and establish a park CIP fund in the budget that will allow Parks & Recreation to carry-forward the CIP funds each year for projects identified in the Park Master Plan.

With consideration to any of the three options above, City staff, the Advisory Board and Council should also consider the following:

1. User groups and park staff will be required to document all budgetary impacts on the park system if the capital projects are approved and determine ways to sustain the efforts. This can be accomplished through the Park Master Plan and

will provide staff and City Council with a planning tool for future budgets if projects are approved and completed.

2. Any project brought forth by a private group for consideration should include a comprehensive review and summary of how the project will benefit the citizens of the City of Winchester.
3. The City should also make it very clear that approved private capital improvement contributions towards projects will not account for the user groups' responsibilities to pay for the operational costs associated with their use of existing facilities and furthermore, their responsibility to support future operating, repair and replacement costs associated with such projects.

I look forward to discussing this with you at the January meeting.

# Park Board Report October - December 2011

Number of Programs		Number of Participants		Total Participant Hours		Total Revenue Generated	
2011	2012	2011	2012	2011	2012	2011	2012

<b>Athletics</b>							
October	14	14	104	804	721	\$3,277.09	\$2,279.48
November	10	7	89	1167	978	\$4,545.63	\$1,627.25
December	9	7	88	1011	921.5	\$2,363.04	\$1,334.90

Program moved to winter

<b>Childcare</b>							
October	4	4	478	3758	3571.01	\$13,125.70	\$15,209.40
November	5	4	396	3141	3139.5	\$10,809.80	\$13,238.30
December	6	4	250	2308	2424	\$9,868.00	\$10,172.00

<b>Aquatics</b>							
October	14	8	153	698.39	728	\$6,725.00	\$6,911.00
November	14	8	144	730.82	726	\$5,239.00	\$5,627.00
December	7	8	126	675.07	624	\$4,634.00	\$6,020.00

<b>Special Events</b>	
October	Participants
Christmas Parade	47 units
Candlelight Ball	175
Int. Childrens Fest.	1500

December	
Santa Letters	30 - City Residents
	113 - Couty Residents
	13 - Other

Facility and Pass Report  
October - December 2012

	Hours Used					
	October		November		December	
Facilities	2011	2012	2011	2012	2011	2012
Social Hall	241.50	240.73	303.50	257.25	221.50	201.25
Other Rooms	350.75	378.50	553.50	522.75	247.00	318.00
Gym	68.50	251.98	150.00	287.00	107.75	260.48
Shelters	950.00	837.00	213.00	200.50	0.00	0.00

Fees Collected						
	October		November		December	
	2011	2012	2011	2012	2011	2012
Facilities						
Social Hall	\$1,436.30	\$2,013.72	\$2,282.50	\$2,482.15	\$1,321.40	\$309.00
Other Rooms	\$953.40	\$1,058.60	\$1,358.80	\$1,093.45	\$588.60	\$644.55
Gym	\$2,219.40	\$96.00	\$201.00	\$0.00	\$472.80	\$2,197.00
Shelters	\$258.00	\$915.50	\$0.00	\$145.35	\$0.00	\$165.00
	Winchester Storm Payment		Pancake Day and Pottery Show Payments		Pancake Day and Winc. Storm Payments	

	October		November		December	
	2011	2012	2011	2012	2011	2012
Passes						
Male Visits	823	761	805	618	752	565
Female Visits	486	563	534	446	364	367
Resident Visits	593	634	735	518	653	503
Non-resident Visits	716	690	604	546	463	429
New Memberships	66	44	48	21	27	18
Membership Renewals	77	104	90	67	80	78
Total Visits	1307	1324	1337	1064	1116	932
Total Pass Income	\$6,175.00	\$6,630.00	\$3,302.00	\$2,512.00	\$2,258.00	\$2,841.00
Total Punch Pass Income	\$221.50	\$540.00	\$337.50	\$369.00	\$409.50	\$450.00